



Community Bulletin Board Announcement Request Form

- Announcement Request Forms must be submitted at least two weeks in advance of the requested air date.
- Completed forms can be scanned and emailed to randy.hisle@jamescitycountyva.gov; mailed to JCC Community Video Center, 1114 Ironbound Rd., Williamsburg, VA 23188, or faxed to 757-259-7708.
- Use fewer than 25 words per screen and no more than 3 screens per organization.
- One word, phone number, email address, or web address per box.
- Be sure to include a telephone number so viewers can call if they have questions.
- Submit photos or logos to randy.hisle@jamescitycountyva.gov.

Example:

Are	you	WALT?		
Williamsburg	Area	Learning	Tree	
60	Popular	Classes	for	everyone
More	info:	220-9975	www.	wuu.org/walt

Will become:



Nonprofit Organization: _____

Contact Name: _____

Contact Phone: _____

James City County reserves the right to edit announcements for length or clarity.

Questions? Email randy.hisle@jamescitycountyva.gov or call 757-259-7702.